



525 S. State Street Chicago IL, 60605  
 Phone 312-924-8000 Fax 312-924-8100  
 www.universitycenterconference.com

Reservation # 7941

The Media Consortium

### Booking Contract

#### Contact Information

Main Contact Ms Madeleine Buckingham  
 The Media Consortium  
 The Foundation for National Progress  
 222 Sutter Street, STE 600  
 San Francisco CA 94108

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2nd Contact Ms Jo Ellen Green Kaiser  
 The Media Consortium  
 The Foundation for National Progress  
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 San Francisco CA 94108

Phone: 415-878-3862  
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 Fax:

Type: Meeting  
 Booking status: Confirmed  
 Dates: Thursday, Feb 27, 2014 to Sunday, Mar 02, 2014  
 Number of People: 180

Booked By: LaChandra Simon  
 Booked On: Thursday, July 25 2013  
 Confirmation Date: Wednesday, Aug 14, 2013

#### Conference Rooms

Rooms	From/To	Layout	Equipment	Qty
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#### Conference Rooms

<b>(B)</b> Loop/River Room	Thursday, Feb 27, 2014 8:50am - 9:00AM to 5:00PM	-	Thursday, Feb 27, 2014 Classroom (50)	
Park/Fountain Room	Thursday, Feb 27, 2014 9:00AM to 5:00PM	-	Thursday, Feb 27, 2014 Theater (60)	
Lake Room	Friday, Feb 28, 2014 8:30AM to 2:00PM	-	Friday, Feb 28, 2014 Rounds (80)	
table rounds for 80 people				
<b>(B)</b> Loop Room	Friday, Feb 28, 2014 8:50am - 8:30AM to 5:00PM	-	Friday, Feb 28, 2014 Theater (40)	
River Room	Friday, Feb 28, 2014 8:30AM to 5:00PM	-	Friday, Feb 28, 2014 Theater (40)	
Park/Fountain Room	Friday, Feb 28, 2014 9:00AM to 5:00PM	-	Friday, Feb 28, 2014 Theater (40)	



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#### Conference Rooms

Lake Room	Saturday, Mar 01, 2014 8:30AM to 5:00PM	-	Saturday, Mar 01, 2014 Rounds (80)
Loop Room	Saturday, Mar 01, 2014 8:30AM to 5:00PM	-	Saturday, Mar 01, 2014 Theater (40)
River Room	Saturday, Mar 01, 2014 8:30AM to 5:00PM	-	Saturday, Mar 01, 2014 Theater (40)
Park/Fountain Room	Saturday, Mar 01, 2014 9:00AM to 5:00PM	-	Saturday, Mar 01, 2014 Theater (30)
Loop/River Room	Sunday, Mar 02, 2014 9:00AM to 2:00PM	-	Sunday, Mar 02, 2014 Rounds (50)

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#### Quote Information

Quote Details: CATERING REV FOR MEDIA

Description	Quantity	Price	Amount	Tax	Total
<b>Thursday, February 27, 2014</b>					
<b>Other items</b>					
A la Carte Breakfast- Mini muffins	65	\$2.19	\$142.35	\$13.88	\$156.23
Coffee Service	180	\$1.89	\$340.20	\$33.17	\$373.37
Loop/River Room	1	\$630.00	\$630.00	\$0.00	\$630.00
Park/Fountain Room	1	\$460.00	\$460.00	\$0.00	\$460.00
Sandwich Buffet 2 (Choose 3)	60	\$14.99	\$899.40	\$87.69	\$987.09
Water Cambro - X-Large	1	\$12.09	\$12.09	\$1.18	\$13.27
10% Meeting Room Rental Meeting Room Rental	-1	\$138.00	(\$138.00)	\$0.00	(\$138.00)
<b>Friday, February 28, 2014</b>					
<b>Other items</b>					
A la Carte Breakfast- Mini muffins	125	\$2.19	\$273.75	\$26.69	\$300.44
Assorted Cookies & Brownies	0	\$2.59	\$0.00	\$0.00	\$0.00
Coffee Service	300	\$1.89	\$567.00	\$55.28	\$622.28
Lake Room	1	\$820.00	\$820.00	\$0.00	\$820.00
Loop/River Room	1	\$630.00	\$630.00	\$0.00	\$630.00
Park/Fountain Room	1	\$460.00	\$460.00	\$0.00	\$460.00
Sandwich Buffet 1 (Choose 3)	100	\$13.99	\$1,399.00	\$136.40	\$1,535.40
Water Cambro - X-Large	1	\$12.09	\$12.09	\$1.18	\$13.27
10% Meeting Room Rental Meeting Room Rental	-1	\$174.00	(\$174.00)	\$0.00	(\$174.00)
<b>Saturday, March 01, 2014</b>					
<b>Other items</b>					
A la Carte Breakfast- Mini muffins	125	\$2.19	\$273.75	\$26.69	\$300.44
Coffee Service	200	\$1.89	\$378.00	\$36.86	\$414.86
Lake Room	1	\$820.00	\$820.00	\$0.00	\$820.00
Loop/River Room	1	\$630.00	\$630.00	\$0.00	\$630.00
Park/Fountain Room	1	\$460.00	\$460.00	\$0.00	\$460.00
Sandwich Buffet 1 (Choose 3)	100	\$13.99	\$1,399.00	\$136.40	\$1,535.40
Water Cambro - X-Large	1	\$12.09	\$12.09	\$1.18	\$13.27
10% Meeting Room Rental Meeting Room Rental	-1	\$174.00	(\$174.00)	\$0.00	(\$174.00)



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**Booking Contract**

**Quote Information**

Quote Details: CATERING REV FOR MEDIA

Description	Quantity	Price	Amount	Tax	Total
<b>Sunday, March 02, 2014</b>					
<b>Other items</b>					
Coffee Service	40	\$1.89	\$75.60	\$7.37	\$82.97
Coffee Service	40	\$1.89	\$75.60	\$7.37	\$82.97
Loop/River Room	1	\$630.00	\$630.00	\$0.00	\$630.00
Sandwich Buffet 2 (Choose 3)	40	\$14.99	\$599.60	\$58.46	\$658.06
Water Cambro - X-Large	1	\$12.09	\$12.09	\$1.18	\$13.27
10% Meeting Room Rental Meeting Room Rental	-1	\$46.50	(\$46.50)	\$0.00	(\$46.50)

**Net Total \$11,479.11**  
**Tax Total \$630.98**  
**Total Due \$12,110.09**

**Deposits**

**Due Date**      **Deposit Due**  
 Aug 14 2013      \$2,396.25 Received on 14 Aug 2013



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## Booking Contract

### Additional Information

#### Event Setup

Thursday, 2/27

Loop/River Room - full size podium, head table (4 seats at head table)

classroom seating for 50

will arrange and move around seating at 2:00pm

will be done at 5pm

Park/Fountain Room - showing a movie at 3:30pm-5pm

theater for 60

Friday 2/28

Lake Room - Round tables for 80 people- done in lake Room by 2pm

Loop Room- full size podium and head table for 3

theater for 40

River Room- full size podium and head table for 3

theater for 40

Park/Fountain Room - theater for 40

podium and head table for 3

Saturday 3/1

Lake Room - round tables for 80 people

Loop Room- full size podium and head table for 3

theater for 40

River Room- full size podium and head table for 3

theater for 40

at 12:30pm on Saturday Loop/River Room will be changed to rounds for 50

Park/Fountain theater for 30 people podium and head table for 3

Sunday 3/2

Loop/River Room rounds for 50 people, podium head table and chairs for 3 people

lobby - 2 tables for registration by loop/river room

catering- in lobby on Friday



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## **Booking Contract**

### **Meeting Terms**

The Agreement of this lease between CLIENT and University Center (UC) shall commence and expire on the above stated date and times.

**DEPOSITS:** A Deposit equal to 50% of the total amount of the estimated room rental fee, catering charges and additional services is due upon signing the Agreement before a reservation can be confirmed. The remaining balance is due by December 31, 2013. CLIENT must supply a valid credit card (American Express, Visa, MasterCard or Discover) to remain on file or an acceptable purchase order for the total anticipated amount, including catering and audio-visual fees.

**CANCELLATIONS:** Written cancellations will be subject to penalty. Deposits will be forfeited in accordance with the cancellation timeline below:

    Cancellation more than sixty (60) days prior to the event start date = 25%

    Cancellation within 31-60 days of the event start date = 50%

    Cancellation less than thirty (30) days of the event start date = 100%

Cancellations within 30 days may also be subject to additional catering charges if a Banquet Event Order has been signed by CLIENT.

**PAYMENT:** Any additional charges incurred the day of the event (including AV, catering, and/or staffing) will be billed after the event. The balance shall be paid to UC (cash, certified check or approved credit card) no later than thirty (30) business days after billing date.

Additionally, if payment is not received within 45 days, the credit card on file, if available, will be charged for the outstanding balance. CLIENT will be notified immediately of all charges placed on credit card. If payment is not received within 45 days of invoicing, a 5% late payment fee will be applied to the invoice and an additional 1.5% will be added every 30 days thereafter. If payment is not received before 120 days, further collection action, including third party assistance, may be used.

**INSURANCE:** Liability event insurance coverage is required for all events. All responsibility for liability of attendees and the Client's assigned agent at said event rests with the Client. The UC shall not be held responsible and non-compliance shall result in immediate cancellation of this Agreement. In the event evidence of such required insurance has not been received 14 days prior to the event, the UC reserves the right, in its sole discretion, to cancel this Agreement.

Certificates of Insurance must be submitted to the UC by the Client, Client's vendor(s) and/or vendor's agents, naming the Educational Advancement Fund, Inc., U.S. Equities Student Housing LLC, Columbia College Chicago, DePaul University and Roosevelt University as additional insured's on a primary and non-contributory basis on all liability insurance maintained by Client. At a minimum, the Certificate of Insurance must include, but is not limited to, general liability (minimum coverage of \$1,000,000 or in sufficient amounts to cover event liability); automobile liability, and workmen's compensation.

**LIABILITY:** University Center assumes no liability for lost or damaged personal property. Personal property is



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## Booking Contract

### Meeting Terms

brought onto the premises at the risk of the Individual.

**CATERING:** UC provides on-site catering through Aramark as the exclusive food and beverage provider. No outside food or beverage may be brought onto the premises. Catering order is required ten (10) days prior to event and is billed within ten (10) days following the event. Catering confirmation is required no less than five (5) days prior to the event and 50% of estimated catering costs are due at time of confirmation. Any catering arrangements added after execution of the initial contract will require a contract addendum before services are provided.

**SMOKING:** UC is a smoke-free facility. The Client is responsible for informing guests of UC's no smoking policy. Failure of the Client, or its guests, to enforce the no-smoking policy may result in forfeiture of the Client's deposit.

**SET UP AND CLEAN UP:** UC provides standard room set up, including table arrangements and chair placement. CLIENT is responsible for additional set-up. UC will allow set up thirty (30) minutes before the event start time, unless otherwise arranged. Each room set up must not exceed the capacity of the specified room. UC provides standard room clean up, including table and chair breakdown, vacuuming and waste disposal. CLIENT is responsible for additional clean-up of event. Clean-up must conclude one (1) hour after the event ending time. CLIENT agrees that if UC incurs unscheduled costs as a result of the event, CLIENT will pay the costs of such clean-up at a rate of \$50 per person per hour.

**AUDIO/VISUAL EQUIPMENT:** UC has AV equipment available for rental. Equipment requests, including electrical requirements, must be supplied to UC with this Agreement. Requests may be modified up until five (5) business days prior to the event to ensure that equipment is available. Refer to UC AV Equipment listing and pricing information.

All meeting spaces in the conference center include a white board, a projection screen and wireless internet access.

The Lake, Park/Fountain Room, Loop and River Rooms are equipped with an LCD projector, DVD/VHS player, and use of one complimentary microphone.

The Private Dining Room is equipped with an LCD projector, Blue Ray player, DVD/VHS player.

The Board Room is equipped with an LCD projector, DVD/VHS player.

The Park, Fountain and Arts Rooms are equipped with an HD Monitor, and DVD/VHS player.

AV equipment already installed in the meeting spaces is included in the room charges. Any added AV equipment rentals are subject to additional charges.

Conference Chicago's LCD projectors work best with laptop monitors set at a low resolution (1280 x 1024 or 1024 x 768). Apple laptops may require an adapter to connect to Conference Chicago LCD projectors. Depending on the type of Mac, a Micro-DVI to VGA Adapter or a standard DVI to VGA adapter will be necessary. It is suggested that the CLIENT arrange a time with Conference Chicago staff to walk through any audio-visual requirements, prior

**Meeting Terms**

prior to the event date. The CLIENT is responsible for the return and condition of all equipment.

**PRINTED MATERIALS AND GUEST LISTS:** CLIENT will provide UC with samples of invitations and any publicity materials prior to printing for approval. UC will have final approval of all printed materials that include the University Center name, abbreviation and/or logo. CLIENT will supply UC with an approximate count for the event no later than 48 hours prior to the commencement. CLIENT will provide a Guest List prior to the event commencement time.

**STAFFING:** UC will provide at least one (1) staff member to facilitate conference center usage, serve as an information source and operate the reception desk. Additional staffing, including security, is available at extra cost and must be requested thirty (30) days in advance.

**SECURITY:** UC requires that events with alcohol have security officers present and monitoring the event at a cost of \$50 per hour per officer. There is a minimum of one (1) officer for every 100 guests. CLIENT assumes the costs of security officers.

I hereby acknowledge that I have read and agree to follow the Policies and Procedures of the University Center of Chicago for events held there. UC and CLIENT have executed this agreement on the dates indicated below. In addition, the signer is an authorized agent of the CLIENT and UC Management to execute this agreement. Agreement is not fully executed until signed by an authorized U.S. Equities Student Housing designee.

  
Client Signature

2/20/14  
Date

\_\_\_\_\_  
Educational Advancement Fund, Inc.  
d/b/a University Center Chicago  
by U.S. Equities Student Housing LLC  
Its Agent

\_\_\_\_\_  
Date